



CITY OF GAITHERSBURG
MINUTES OF A CITY COUNCIL WORK SESSION
MONDAY, APRIL 22, 2013

A work session of the Mayor and City Council was called to order at 7:30 p.m., Mayor Katz presiding. Council Members present: Ashman, Marraffa, Sesma, and Spiegel. Council Member Absent: Drzyzgula. Staff present: City Manager Tomasello, Community and Public Relations Director Monaco and Community Services Division Chief Herndon

I. DISCUSSION TOPIC

A. Annual Report of the Community Advisory Committee (CAC)

The CAC reviewed its charge and mission, highlighted its focus on the recruitment of new members, discussed efforts to educate new members about community needs and best practices, and reviewed the needs assessment it conducted in advance of funding recommendations for FY14. Committee members reported that a significant amount of time and effort was spent this year fine tuning the RFPs to ensure compliance with the City's procurement procedures and revising evaluation and scoring tools.

In FY13 contracts were awarded in seven priority service areas, including Health, Mental Health, Emergency Services, Homeless Services for Singles, Homeless Services for Families, Food, and Workforce Development/Financial Wellness. The Committee conducted site visits with each of the FY13 contract recipients. The Committee reported that the FY13 needs assessment and ongoing research pointed to a couple of areas of increased need, including services for homeless young adults and the possible need for expansion of mental health services for low income seniors. Additionally, the Committee oversees the recommendation of funding through the Opportunity Grants program. To date in FY13, seven applications have been received, of which two have been approved by the Mayor and Council, with additional applications pending consideration.

Future initiatives include the continued evaluation of funding mechanisms, exploring the issue of encouraging vs. requiring collaboration, researching the feasibility of multiyear contracts, and exploring the effects of the Affordable Care Act.

For FY14 the Committee proposes shifting \$25,000 from the Opportunity Grant fund to the RFP fund to extend services in key strategic need areas. The Committee is also requesting \$5,560 in additional funding for the RFPs to support additional smart sacks for students and to support educational scholarships and job counseling for the homeless.

The Mayor and City Council thanked the committee members for their efforts, recognizing the enormity and difficulty of their task. Comments and questions from the Mayor and City Council included support voiced by several members regarding the committee's future plan to evaluate best practice models in the areas of RFPs vs Grant programs, multi-year contracts and ongoing program evaluations. Mayor and Council members also suggested getting input

from the community and nonprofits regarding marketing avenues to increase the distribution of information. The Committee's recommendation to host a post-award meeting with the nonprofits to get their input on the City's RFP process was well received.

II. ADJOURNMENT

There being no further business to come before this session of the City Council, the meeting was duly adjourned at approximately 8:15 p.m.

Respectfully submitted,

Maureen Herndon, Division Chief
Community Services